

Milton Public Library

Board of Trustee Meeting Minutes

Wednesday, December 15, 2021 6:00 p.m.

Meeting in the Program Room, Milton Public Library.

The Milton Library and Trustees met in person and provided the public with meeting information.

Present: Lisa Barron – Chair, Judy Schmidt – Vice Chair, Beth Bouchard – Treasurer, Ela Dupont – Secretary, Matthew Davis – Director. Public – Lorraine Kelm, Michelle Desranleau

Call to Order: The meeting was called to order at 6:09 p.m.

Agenda Adjustments: None

Public Forum: No comments were made during the public forum

Approval of Minutes: November 8, 2021: Beth Bouchard motioned to accept library minutes from November 8, 2021 as written. Judy Schmidt seconded. None opposed. Motion carried.

Friends Report: The Friends of the Milton Public Library will be having their annual basket raffle drawing on December 18, 2021 at 9 a.m. Winners will be notified by phone. Matthew Davis plans to meet with the Friends in January 2022.

Staff Feedback: 1 staff member responded to request for feedback. Staff member expressed concern that too many resources may be weeded out of the library's collection.

Director's Report: Matthew Davis presented the director's report as written. Matthew reports that he is reviewing companies for options for self-checkout and standing desks. November statistics, finances, expenditures review, and vendor log reviewed with the board. The FY 2023 budget presentation was reviewed with the board. The Milton Town Offices experienced a COVID-19 outbreak/exposure and as a result changes are being made to the Town Office related to COVID-19 including increased masking and physical distancing. The library had required masking to enter and had been practicing physical/social distancing and plans to continue to engage in COVID-19 risk mitigation strategies including continuing with curbside pick up 3 days a week and being open to public 3 days a week. The safety of staff and patrons of the library is the primary focus of all COVID-19 risk mitigation strategies at the library. The thinning of the library collection continues and is moving along positively. The Milton town annual report is due Jan. 13, 2022 and staff are assisting Matthew in telling the story of the library for the last year. Matthew is working on the 2021 Vermont Public Library annual report. The children's librarian position remains open but there is one candidate to interview in the coming weeks. The library will be closed December 23, 24, 25, 31, 2021, and 1/1/22.

Treasurer's Report: Beth Bouchard reported on accounts at TD Bank.

New Business for the Next Agenda: None noted.

Executive Session to discuss personnel: Ela Dupont motioned to enter executive session at 7:26 p.m. and Judy Schmidt seconded. Executive session was exited at 7:45 p.m. No action was taken as a result of the executive session.

Adjournment: Beth Bouchard motioned to adjourn. Lisa Barron seconded. All in favor. Motion passed.
Meeting adjourned at 7:46 p.m.

The next Trustee Meeting will be held in the program room of the Milton Public Library on Monday January 10, 2022 at 6 p.m.

Minutes submitted by Secretary Ela Dupont.